



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Transportation Division of Highways; Operations Section Office of Traffic Engineering & Safety Atlanta, Georgia 30334	Application Number	87-58
Application Number		Date Received	Date Completed
		APR 16 1987	JUN 22 1987
2. Person to Contact		Working Title	Telephone Number
Dianne Riccione/Lori Hassinger			656-5900
3. Action Requested			
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.			
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)	
Earliest	Latest		
1-9-84	To date	Motor Vehicle Accident Report Reference Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?			
The Division of Highways is responsible for the planning, location, design, construction, maintenance, and operations of all roads and bridges financed by Federal-Aid, State-Aid or Authority funds. The Division of Highways is divided into five sections: The Pre-Construction Section; the Construction Section; the Federal Liason Section; the Tollroads Section; and the Operations Section, of which Traffic & Safety is part. This section issues permits and enforces regulations governing overweight vehicles, designs improvements in vehicular and pedestrian traffic controls, effects the relocation of utilities existing on project right-of-ways, administers State-Aid, and maintains the quality of highways.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any):			
Documents relating to: entering motor vehicle accident data into the Department's computer system for use in long-term comparative analyses to determine changes needed in road design, vehicular or pedestrian traffic controls, location of utility lines, or highway maintenance. Included are: Copies of "Motor Vehicle Accident Reports" received from the Department of Public Safety.			
File is arranged: In case number order.			
8. Monthly Reference Rate		How often are records referred to which are:	
One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old <u>3</u> _____; twenty-five months and older <u>2</u> _____?			
9. Annual Rate of Accumulation of Records			
Letter-size drawers <u>40</u> _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it? <i>DA State Patrol as Official Copy</i>
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <i>summarized in computer printout (scheduled separately)</i>
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <i>State Patrol - Has microfilmed copy without our coding.</i>
X	i. Is this series <i>(or a major portion of it)</i> regularly microfilmed?
X	j. Does the record series result in a computer printout? <i>Filed in Highway Accident Analysis Files and</i>

11. Retention Requirements The following requires the series to be kept: *Traffic Accident Analysis Files, as appropriate*

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>6</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Reports must be retained to confirm information that is coded on computer and to double check certain areas at various times.

THESE ARE REFERENCE COPIES FOR ADMINISTRATIVE USE ONLY!!!

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:
☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area 6 month(s) _____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold 5 1/2 year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<i>4-8-81</i>	<i>Martha B. Buck</i>	<i>4/9/87</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>[Signature]</i>	<i>6.15.87</i>
		Secretary of State/Designee <i>Edward Weedon</i>	<i>6/11/87</i>
		Attorney General/Designee <i>[Signature]</i>	<i>6/22/87</i>